



Philippine Economic Zone Authority

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MEMORANDUM ORDER NO. 2008-005

TO : PEZA-Registered Export Enterprises and IT Enterprises
Economic Zone Administrators and Managers/ OICs
Unit Heads in the PEZA-Customs Documentation Units

FROM : Director General LILIA B. DE LIMA *Lilia B. de Lima*

SUBJECT : Mandatory Implementation of the PEZA Electronic Import
Permit System (eIPS)

DATE : 16 December 2008

In line with PEZA's efforts to further facilitate and make more transparent all enterprise transactions with our office, PEZA will be requiring the mandatory use of the Electronic Import Permit System (eIPS) for the filing and processing of import permit applications by all PEZA-registered ecozone export enterprises (EEEs) and IT/ IT-enabled enterprises (ITEEs), **except** for importations of the following:

- Regulated substances or components and other materials requiring clearance from PDEA, DENR-EMB, PNP-FED, Bureau of Plants and Industry, Fertilizer and Pesticide Authority, BOC and other agencies
- Telecommunications equipment and call center peripherals requiring clearance from the National Telecommunications Commission
- Construction materials/specialized equipment requiring the prior issuance of a Letter of Authority from PEZA
- Personal effects and production machinery equipment
- Other items controlled by other agencies

The mandatory implementation shall cover import shipments cleared through the PEZA-Customs Documentation Units (PCDU) in the following ports:

- NAIA
- South Harbor
- Manila International Container Port
- Diosdado Macapagal International Airport (DMIA), Clark
- Subic International Port
- Port of Batangas
- Cebu-Mactan International Airport
- Cebu International Port

In preparation for the mandatory implementation of the eIPS, all PEZA-registered EEEs and ITEEs not yet enrolled in eIPS are hereby required to submit to their respective Zone Administrators/Managers (ZAs/ZMs) on or before 31 January 2009 two (2) hard copies and a softcopy (in CD) of their list of

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"Trabaho at kabuhayan sa bawat tao"
President Gloria Macapagal-Arroyo

all raw materials, components and other production inputs required to be imported by the enterprise for its PEZA-registered activities, including regulated substances, and other items controlled by other agencies, and telecommunications equipment and call center peripherals as stated above, which shall be in the format prescribed in Annex 2, herewith attached. The list of regulated substances, other substances controlled by other agencies, and telecommunications equipment and call center peripherals shall be separate/segregated from the list of non-regulated importables, following the same format. ZAs/ZMs shall review the list within five (5) days from receipt before endorsing it to the PEZA-MIS for uploading.

Submission of the list of importables shall be required for processing of all applications for Import Permits (either through eIPS or manual applications) from all EEEs and ITEEs beginning 01February 2009.

EEEs and ITEEs may inquire from and enroll with any or all of the three (3) current Value-Added Solutions Providers (VASPs) or any other future providers that may be accredited by PEZA, for assistance in the implementation of the e-IPS. The 3 VASPs are:

- InterCommerce Network Services Inc. (INS) – Mr. Francis Lopez @ Tel. #s 8432792, 8438182 and email: flopez@intercommerce.com.ph
- E-Konek Pilipinas Inc. (E-Konek) - Mr. Wilhelm Ortaliz @ Tel. #s 8798310, 3863942-45 and email: gortaliz@ekonek.com
- Apollo Technologies Inc. (Apollo) – Mr. Ed Coronel @ Tel. # 4392767 and email: ed@apollo.com.ph

EEEs and ITEEs intending to immediately enroll in the eIPS are required to submit also the pro forma application form found in Annex 1, also attached.

EIPS enrollees who have not yet submitted the VASP survey form should fax their accomplished forms to the MIS Department at Telefax # 5519591 not later than 15 January 2009.

For information on the eIPS, please refer to PEZA Memorandum Order No. 2006-003, entitled "Implementation of the PEZA Electronic Import Permit System for tax and duty-free importations of Economic Zone Export-Producers and IT Enterprises" which can be downloaded from the "Issuances" section of the PEZA website (www.peza.gov.ph).

EEEs and ITEEs needing further clarification on the foregoing may direct their queries to their respective ZAs/ZMs or the PEZA MIS Department.

ZAs/ZMs are tasked to ensure that all EEEs and ITEEs receive this Memorandum Order.

For compliance of all concerned. 

Annex 1

PROPORMA APPLICATION LETTER

Date

PEZA Zone Administrator / Manager
Zone Location
Address

Dear _____

This is to submit our application for registration in the PEZA electronic Import Permit System (e-IPS). The list of importable items, in soft and hard copies, duly certified by our Company's Manager for _____, Mr/Ms. _____ is enclosed and hereby endorsed for your review. The other details are as follows:

- A. Responsible Officer/s: _____
(Name, position and contact numbers: email, telephone landline and cellphone)
- B. Preferred Value Added Solution Provider : _____
- C. Preferred Date of e-IPS Activation : _____
- D. A copy of our enrollment form with the VASP is enclosed
- E. Authorized Brokers/Forwarders
(Locator may authorize more than one Broker; indicate the validity date of Broker's accreditation with PEZA; for each authorized Broker staff, indicate name, position, contact numbers through email, telephone landline and cellphone)
- F. Modes of payment for PEZA Import Permit Fees (give details if cash per transaction or advance payment or name of Bank for e-pay, please don't give Bank Account number)

We confirm that we have read the guidelines for the e-IP system as per PEZA Memo Order No. _____ dated _____ and that we are accountable for the designation of authorized users on our behalf, the list of importables, monitoring of e-IPS applications until delivery of the import shipment at our project site and compliance with clearances required by other government agencies. We certify that goods imported through the e-IPS shall be used only for our PEZA-registered activities.

Thank you.

Very truly yours,

(CEO/President)
PEZA-Locator

Annex 2

Format for the LIST OF IMPORTABLES

PEZA-Registered Enterprise : _____
 Certificate of Registration No. : _____

Submitted by: (Name and Position) : _____
 Date Submitted : _____

List of Registered Activities:

| | | |
|---------------------------------|----------------|-------------|
| Original Registration Agreement | Date Approved: | Activities: |
| Supplemental | Date Approved: | Activities: |
| Supplemental | Date Approved: | Activities: |

Required data (in MS Excel format)

1. Item/Goods Description – as indicated in the invoices, purchase orders
2. HS Code (8 digit HS Code, ASEAN Harmonized Tariff Nomenclature)

Optional data as may be required by a VASP (in MS Excel Format)

- a. Supplier Name
- b. Supplier Code
- c. Item Code or part number – as indicated in Purchase Orders, delivery/advance shipping notice, delivery confirmation and invoice
- d. Commodity Code
- e. Commodity Description
- f. Pre-Alert Description

Required Broker Certification

This is to certify that we have classified the import items listed herewith into the appropriate HS Code Tariff Classification pursuant to the latest ASEAN Harmonized Tariff Nomenclature (AHTN).

Name of Broker and Signature: _____
 PEZA Accreditation No. and validity date: _____

Date: _____